MANHASSET PUBLIC SCHOOLS
CALENDAR FOR 2026-2027 ANNUAL ELECTION AND BUDGET VOTE
MAY 19, 2026

KEY DATES

By December 1, 2025	Receive 2025 Healthcare increases, estimate 2026 increases
By December 31, 2025	Receive Property Tax Base Growth Factor from ORPTS for tax cap calc.
By January 11, 2026	Receive CPI for December for tax cap calculation
By January 22, 2026	Receive Executive Run of Preliminary State Aid
By February 1, 2026	Receive final estimate of TRS Contribution Rate
By February 9, 2026	Determine final SS FTEs for inclusion in the Superintendent's Preliminary Budget based on student course selections
By February 12, 2026	Determine final elementary sections for inclusion in Superintendent's Preliminary Budget
By April 1, 2026	Receive final State Aid (Adopted State Budget)

BUDGET DEVELOPMENT PROCESS (OCT. 14, 2025 – MAY. 19, 2026)

October 14 - November 21, 2025	• Cabinet and Administrators begin process of defining initiatives/goals/issues impacting the 2026-27 budget, including curriculum, instruction, facilities, technology, supports and other initiatives, enrollment changes, and key external data elements.
October 23, 2025	• Board approves the 2026-27 Calendar for the Annual Election & Budget Vote
October 27, 2025	• **Distribution of budget Packets to Department Supervisors**
November 1, 2025	• Receive Elementary Section Projections
November 10, 17, 24, 2025	• Cabinet meets to discuss progress on defining initiatives/goals/issues impacting the 2026-27 budget.
November 10-21, 2025	• Meet with Department Supervisors to review budget packets
November 19, 2025	Board of Education Meeting: • Board discusses: Factors affecting the 2026-27 budget. • Course Enhancements for 2026-27
December 1, 2025	• Initial submissions on salaries, benefits, curriculum and instruction, pupil personnel services, facilities and instructional technology are evaluated
December 5, 2025	• Deadline for all budget packets to be returned to Business Office from Department Supervisors
December 8, 2025	• Cabinet and Administrators further define and evaluate initiatives/goals/issues impacting the 2026-27 budget
December 15, 2025	• Receive final retirement notifications
January 5, 2026	• Cabinet, Administrators, and BOE determine initiatives/goals/issues to be addressed and incorporated into the Superintendent's Preliminary Budget.

January 12, 2026	• Initial Special Education Projections
January 26, 2026	● Draft of Preliminary Superintendent's Budget document provided to Superintendent and Cabinet for review and approval.
February 9, 2026	● Determine final Secondary School sections for inclusion in Superintendent's Preliminary Budget
February 12, 2026	Board of Education Meeting: ● District's Fund Balance presentation. ● Preliminary tax-cap calculation provided to Board. ● Board provides feedback to Cabinet and Administrators on 2026-27 budget development and initiatives/goals/issues impacting the 2026-27 budget
February 13, 2026	● Board receives Draft of Superintendent's Preliminary Budget document.
March 19, 2026	Board of Education Meeting: • 2026-27 Superintendent's Preliminary Budget Presentation • Superintendent & Cabinet discusses the status of initiatives/goals/issues affecting the Superintendent's Preliminary 2026-27 Budget including results of Secondary School course selections and projected elementary sections, and an overview of the District's Athletics program. • Board approves final legal notice.
March 26, 2026	Board of Education Meeting – Informal Budget Hearing
April 16, 2026 (**April 23, 2026 is last day to adopt Budget**)	Board of Education Meeting: ● Adoption of 2026-27 Budget ● Approval of Property Tax Report Card (PTRC)
April 28, 2026	Board of Education Meeting: ● BOCES Budget Vote & Election
May 5, 2026	The Budget Newsletter, attachments and the plain language budget must be available 7 days before the Budget Hearing.
May 5, 2026	• Budget binder must be available to the public
May 7, 2026	Board of Education Meeting – Formal Budget Hearing: ● The Budget Statement, attachments and the plain language budget must be available. ● The budget must be presented in 3 components: Administrative, Program & Capital.
May 19, 2026	**Budget Vote/Board Election/Annual Meeting- 7:00 AM–9:00 PM**

BUDGET REPORTING, COMMUNICATIONS AND BUDGET VOTE PROCESS

March 1, 2026	Submit information necessary to calculate Tax Levy Limit to Office of State Comptroller, Commissioner of SED and Commissioner of Taxation & Finance.
February 27 - March 6, 2026	Board and Cabinet work with Syntax to create draft layout for budget brochure. **Budget brochure must also be published in Spanish**
March 5 - March 23, 2026	● Cabinet determines focal points and final layout of Budget Brochure. ● Cabinet drafts Brochure Transmittal Letter.
March 26 - April 15, 2026	Board reviews draft Budget Brochure and provides comments. The draft is sent for translation into Spanish.
March 31 – April 4, 2026	1st publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election (4 times within 7 weeks before the Budget Vote). **Legal notice must also be published in Spanish**
April 17, 2026	Submit Property Tax Report Card to SED by the end of the next business day following the budget adoption. 1) Append it to those copies of the proposed budget which are available for inspection by the public; 2) transmit to newspapers; 3) have copies available at the Annual Meeting. Must include the district's tax levy limit and estimated school tax levy (not including exempt expenses) that would result from adopting the proposed budget (§1716(a)(i) and a schedule of all reserve funds.
April 7 -11, 2026	2nd publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election
April 17, 2026	Budget brochure is finalized and sent to the printer.
April 20, 2026	Last day to file petitions to nominate candidates for Board election; place petitions for propositions on the ballot.
April 21, 2026	Candidate Lottery (Selection of ballot positions).
April 21 – 25, 2026	3rd publication of Legal Notice of School Budget Hearing & Annual Budget Vote/Board Election
April 24, 2026	Budget Brochure mailed to community.
April 29, 2026	● Budget Statement and required attachments distributed to each school building and the Manhasset Public Library – (Must be available upon request at least seven days before Budget Hearing date and on District website). ● File Administrative Salary Disclosure.
May 5 – 9, 2026	4th (last) publication of Legal Notice of Annual Budget Vote/Board Election
May 13, 2026	6-Day Budget Notice mailed to community and sent to emscmgts@nysed.gov
May 14, 2026	Last Day for Voter Registration
May 19, 2026	Budget Vote/Board Election/Annual Meeting- 7:00 AM – 9:00 PM
May 19, 2026	Board of Education Meeting – Board accepts results of Budget Vote/Board Election
June 1, 2026	Adopted budget to principals/directors/administration.